

**Request for Meeting with NASA Education Senior Leadership**

**Date of Request:**

<b>Name of Requestor:</b>
<b>Telephone Number:</b>
<b>Email:</b>
<b>Meeting Date:</b>
<b>Meeting Time <i>(please include time zone)</i>:</b>
<b>Is this request for a face-to-face meeting? If so, please provide preferred location:</b>
<b>Is this request for a teleconference? If so, please provide conference access information, if available. If online meeting tools such as WebEx or Adobe Connect will be used, please include access information:</b>
<b>Subject and purpose of meeting:</b>
<b>How much time do you need?</b>
<b>Who are the participants?</b>
<b>Is this a decisional meeting or update?      Yes      No</b>
<b>Do you have a deadline by which you need this meeting? If so, please include the date and time.</b>
<b>Would you like to provide background or other information for review before the meeting?</b>
<b>Additional Comments or Special Instructions:</b>